## **STATE OF COLORADO**

## COMPANY CHECKLIST FOR BONA FIDE ASSOCIATIONS

## REQUIRED ITEMS FOR A COMPLETE FILING

	REQUIRED	INFORMATION	STATUTORY/ REGULATION/ INFORMATION CITE
A.	The association must have been actively in existence for at least five years.	Must submit:              Copies of original papers establishing the date the association was formed (e.g., minutes of the first association meeting)	<u>§ 10-16-102 (5.5)(a), C.R.S.</u>
B.	The association must have been formed and maintained in good faith for purposes other than obtaining insurance and does not condition membership on the purchase of associationsponsored insurance.	A copy of the association's bylaws, constitution, and/or charter which highlights who established the association, for what purpose, and what the classes of membership are      Copies of membership application materials and guidelines should also be submitted	<u>§ 10-16-102 (5.5)(b), C.R.S.</u>
C.	The association does not condition membership in the association on any health-status related factor relating to an individual (including an employee or a dependent of an employee) and clearly so states in all membership and application materials.	Copies of all current membership and application materials highlighting the statement that the association does not condition membership in the association on any health-status related factor relating to an individual (including an employee of an employer or a dependent of an employee)	<u>§ 10-16-102 (5.5)(c), C.R.S</u> .
D.	The association makes health insurance coverage offered through the association available to all members regardless of any health status-related factor relating to such members (or individuals eligible for coverage through a member) and clearly so states in all membership and application materials.	Copies of all current marketing and application materials highlighting statement that the health insurance coverage offered through the association is made available to all members regardless of any health statusrelated factor relating to such members (or individuals eligible for coverage through a member)	<u>§ 10-16-102 (5.5)(d), C.R.S.</u>

E. The association does not make health insurance coverage offered through the association available other than in connection with a member of the association and clearly so states in all marketing and application materials.	Copies of all current marketing and application materials highlighting the statement that the association does not make health insurance coverage offered through the association available other than in connection with someone who is a member of the association	§ 10-16-102 (5.5)(e), C.R.S.
F. The association provides and annually updates information necessary for the commissioner to determine whether or not the association meets the definition of a bona fide association before qualifying as a bona fide association for the purposes of this Article 16.	<ul> <li>Association provides the documentation listed below and updates the documentation each calendar year thereafter, no later than January 31.</li> <li>Must submit:         <ul> <li>Marketing Materials</li> <li>Applications</li> </ul> </li> <li>Submission of materials should be accompanied by a cover letter from an officer of the association stating that the association does meet the definition of a bona fide association, as shown in the enclosed documents</li> <li>Letters, applications marketing materials to:         <ul> <li>Rates and Forms Section</li> <li>Colorado Division of Insurance</li> <li>1560 Broadway, Suite 850</li> <li>Denver, CO 80202</li> </ul> </li> </ul>	§ 10-16-102 (5.5)(f), C.R.S.

PLEASE DO NOT SEND THIS CHECKLIST IN WITH THE FILING